

London Brookes College APPENDIX - D SAMPLE SHORTLISTING FORM

(Adapted from 'Lecturer' Person Specification in Appendix B)

| Post Name: | Department/Faculty: | | | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------|-------|---------------------------------|---|---|---|------|-------------------------------|--------|---|----|----|----|--|--|
| E = Essential Criteria D = Desirable Criteria | Assessed by: $A = Application$ I = Interview $1 = Partially met$ | Sco | | core: $0 = Not met$ T = Test | | | | | 2 = Fully met Candidate No | | | | | | | |
| | | | Candi | | | | | andu | date I | ate No | | | | | | |
| Selection Criteria | | A/I/T | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| THIS WILL BE SUBJECT SPECIFIC (E) | | | | | | | | | | | | | | | | |
| THIS WILL BE SUBJECT SPECIFIC (D) | | | | | | | | | | | | | | | | |
| Ability with teaching and other forms of public presentation (E) | | | | | | | | | | | | | | | | |
| Ability to supervise academic work by undergraduates and postgraduates students (E) | | | | | | | | | | | | | | | | |
| Ability to manage time and work to strict deadlines (E) | | | | | | | | | | | | | | | | |
| Interpersonal, oral, and written communication skills (E) | | | | | | | | | | | | | | | | |
| Ability to work collaboratively (E) | | | | | | | | | | | | | | | | |
| Ability to share in organisation and management of postgraduates programmes (E) | | | | | | | | | | | | | | | | |
| Educated to at least masters degree level (E) | | | | | | | | | | | | | | | | |
| PhD (D) | | | | | | | | | | | | | | | | |
| <i>Experience researching or teaching or other employment in(E)</i> | | | | | | | | | | | | | | | | |
| Assessment of student work (D) | | | | | | | | | | | | | | | | |
| Curriculum design (D) | | | | | | | | | | | | | | | | |
| Pastoral care of students (D) | | | | | | | | | | | | | | | | |
| <i>Committed to academic research (E)</i> | | | | | | | | | | | | | | | | |
| Member of a relevant professional organisation (E) | | | | | | | | | | | | | | | | |
| | TOTAL | SCORE | | | | | | | | | | | | | | |

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Registered Office: 42 The Burroughs, Hendon, London NW4 4AP | Tel: 0208 202 2007 | Fax: 0208 202 2047 | email: info@londonbrookescollege.co.uk | website: www.Londonbrookescollege.co.uk ISI No: 428 | SLN No: GNVKF0HT9 Page 1 of 1